Eligibility Determination

Free and Reduced-Price Family Applications
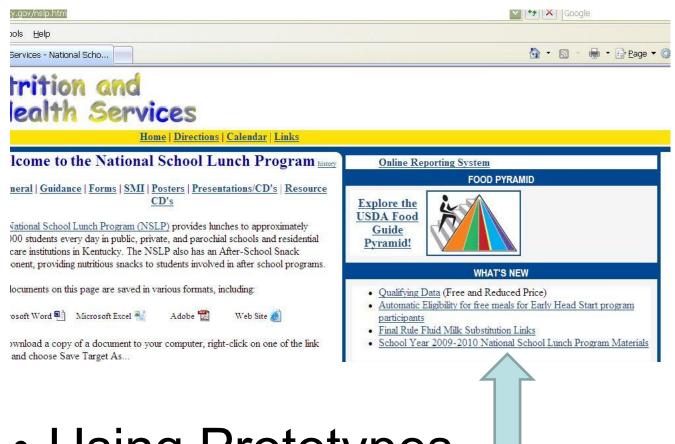
Application Packet

- Letter to the Household
- Instructions
- Free and Reduced-Price Application

Application Packet

Home | Directions | Calendar | Links

lcome to the National School Lunch Program history

neral | Guidance | Forms | SMI | Posters | Presentations/CD's | Resource CD's

National School Lunch Program (NSLP) provides lunches to approximately 00 students every day in public, private, and parochial schools and residential care institutions in Kentucky. The NSLP also has an After-School Snack onent, providing nutritious snacks to students involved in after school programs.

locuments on this page are saved in various formats, including:

osoft Word   Microsoft Excel   Adobe   Web Site

ownload a copy of a document to your computer, right-click on one of the link and choose Save Target As...

Online Reporting System

FOOD PYRAMID

Explore the USDA Food Guide Pyramid!

WHAT'S NEW

- Qualifying Data (Free and Reduced Price)
- Automatic Eligibility for free meals for Early Head Start program participants
- Final Rule Fluid Milk Substitution Links
- School Year 2009-2010 National School Lunch Program Materials

• Using Prototypes

http://www.nhs.ky.gov/nslp.htm

Civil Rights

- Foreign Language Translations

  Limited English Proficiency (LEP)

www.fns.usda.gov/cnd

Civil Rights

English
Arabic
Cambodian
Chinese (Mandarin)
Farsi
French
Greek
Haitian Creole
Hindi
Hmong
Japanese
Korean

Kurdish
Laotian
Polish
Portuguese
Russian
Samoan
Serbo-Croatian
Somali
Spanish
Sudanese
Urdu
Vietnamese

Civil Rights

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

Processing Applications

- Send applications out at the beginning of the school year.

- Last year's eligibility can be carried forward for <u>30 operating</u> days.

- You must determine eligibility within <u>10 operating</u> days.

- You must use current IEGs.

Income Conversion

- Convert income for the households as needed:
  - All income is the same frequency = do not convert income
  - Income is received at different frequencies = you are required to convert to annual income
    - Weekly X 52
    - Every 2 weeks X 26
    - Monthly X 12
    - Twice per month X 24

Required Information for Income Households:

- Name of child(ren)

- Names of all household members

- Current income & <u>frequency</u>

- Signature of adult household member

- Social Security number, or "none"

Required Information for Foster Child:

- Name of the child
- Child's personal use income & frequency
- Signature of adult household member/guardian

Required Information for Zero Income:

- Name of child(ren)
- Names of all household members
- Income listed as $0
- Signature of adult household member
- Social Security number, or "none"
- 45 calendar day temporary approval

SNAP/Food Stamp/KTAP Households

- Name of child(ren)
- SNAP/Food Stamp/KTAP number *
- Signature of adult household member

Application Documentation

- If the application is not complete….(missing info)

  It can NOT be approved!

- Contact the Household
  - Name of person contacted
  - Information received
  - Initials of person who contacted household
  - Date of household contact

Application Documentation

Children listed in Part 1 must also be listed in Part 2.

Each household member on an income application must list an income or indicate no income is received.

Notification

Households denied benefits must be given written notification of denial as well as information to appeal.

Questions